

ADMINISTRATIVE - INTERNAL USE ONLY

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO. 2-75

2 January 1975

TO: All Training Officers of the Agency

## RECORDS MANAGEMENT TRAINING PROGRAM

The Office of Training will offer an additional series of Seminars to assist Agency employees in learning how to manage their component records efficiently. These Seminars are for records managers, analysts, secretaries and others concerned with the administration of office records, files and paperwork procedures. These courses should not be confused with Operations Records I, II and III which are primarily for DDO personnel.

### 1. Records Management - Forms Management Seminar

This Seminar will familiarize students with the Agency Forms Program and techniques to improve and control the forms required for office operations. Sessions will include forms management principles and procedures as well as forms analysis and design requirements.

<u>Course Dates</u>	<u>Deadline</u>
3-4 February 1975	17 January 1975
21-22 April 1975	28 March 1975

### II. Records Management - File Systems & Procedures Seminar

The participants will be taught: (a) the established standards for file procedures, equipment, and supplies; (b) how to review, convert, and operate file systems; and (c) how to improve the administration of office files and procedures.

<u>Course Dates</u>	<u>Deadline</u>
5 February 1975	17 January 1975
23 April 1975	28 March 1975



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III. Records Management - Records Disposition I

The participants will be taught: (a) how to reduce the volume of records in an authorized and efficient manner; (b) to improve the administration of files disposition; (c) to conduct a records inventory; and (d) to prepare a schedule for the periodic disposition of records.

<u>Course Dates</u>	<u>Deadline</u>
6 February 1975	17 January 1975
24 April 1975	28 March 1975

IV. Records Management - Records Disposition II

This Seminar will: (a) provide the students the opportunity to view the on-site operations of the Agency Records Center and Archives; (b) teach how to retire records and view the accessioning, referencing and disposal activities at the center. The participants will be able to see their components' records on the shelves and observe the security controls exercised. (They will also visit the newly created Agency Archives).

V. Records Management - Records Management Survey

This Seminar will instruct personnel in the proper techniques for conducting a Records Management Survey.

<u>Course Dates</u>	<u>Deadline</u>
6 February 1975	17 January 1975
24 April 1975	28 January 1975

STATINTL The Forms Management and File Systems & Procedures Seminar will be held from 0900-1630 hours in Room 1A-07 Headquarters Building. Records Disposition I and Records Management Survey will be held from 0900-1200 and 1300-1600 hours respectively in Room 1A-07 Headquarters. Records Disposition II will be held from [REDACTED] For the latter programs, bus transportation will be provided for all participants leaving Headquarters building at 0845 returning to Headquarters prior to 1630.

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O F F I C E O F T R A I N I N G

Submit Form 73, "Request for Internal Training" to  
OTR/Registry, Room 936 Chamber of Commerce Building by the  
Deadline date.

Additional information may be obtained by calling  
OTR/MATB, [REDACTED] STATOTHR

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